

**BATTLE CREEK DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS**

Monday October 25, 2021, 3:30 PM  
Meeting VIA ZOOM

**MEMBERS PRESENT:** John Godfrey, Kim Carter, Paul Conkey, Edward Guzzo, Nelson Karre, Cody Newman, Ross Simpson, Kyra Wallace  
Ex-Officio: Commissioner Boonikka Herring and Commissioner Carla Reynolds

**ABSENT:** Rebecca Fleury

**OTHERS PRESENT:** Ted Dearing, Linda Morrison, John Hart, Cassi Cooper, Sarah VanWormer,

**Call to order:** Chairperson Conkey called meeting to order at 3:34 pm.

**Approval of Minutes:**

**MOTION:** Mr. Godfrey moved that the Battle Creek Downtown Development Authority Board of Directors approve the meeting minutes from April 26, 2021. Mr. Guzzo supported the motion. Unanimously approved.

**Financials:**

- a. **FY 2021 Preliminary Year End June 30, 2021** – Revenue Services Director Linda Morrison presented the preliminary financial statements for the year ended June 30, 2021. This is still a preliminary financial statement, as the audit is ongoing now. Net income for the year of \$377,952 is better than the amended budget but less than the original budget. Variances due to lower spending for CBD Maintenance and Downtown Special Projects and higher contribution than budgeted for the Intermodal Facility due to negative COVID impacts to the long term parking revenues.

**MOTION:** Mr. Newman moved that the Battle Creek Downtown Development Authority Board of Directors accept the preliminary year end June 30, 2021 financial statement. Mr. Godfrey supported. Unanimously approved

- b. **Interim Financial Statement for the Three Months July 1, 2021 to September 30, 2021** – Revenue Services Director Linda Morrison presented the interim financial statement. Property tax is booked in the first and second quarters of the year and debt service principal occurs towards the end of the year, thus the bottom line looks good at \$786,156 revenue over expenses. Awaiting the reimbursement for personal property

**MOTION:** Mr. Guzzo moved that the Battle Creek Downtown Development Authority Board of Directors accept the September 30, 2021 interim financial statements. Mr. Newman supported. Unanimously approved.

**80 W. Michigan Lease:**

Mr. Dearing discussed the proposed Torti Taco Lease modifications detailed out in the board packet memo for this property. Pandemic impacts have caused delays to the buildout of the space, and expected opening is November. The board is asked to consider waiving the August through October rent and begin collecting rent on November 1, 2021. The net negative effect to the budget is \$8,500 for the three month period.

**MOTION:** Mr. Godfrey moved that the Battle Creek Downtown Development Authority Board of Directors waive the lease payments for 80 W. Michigan for the months of August through October 2021. Mr. Simpson supported. Unanimously approved.

**2022 Plan Amendment:**

Mr. Dearing discussed the items included in the packet and noted that a draft is still in the works. There has been no engagement of attorneys at this point. Mr. Dearing pointed out the 2018 consolidation of the Tax Increment Financing (TIF) Acts, discussed the powers of the board (which will be helpful to read in the context of the Acts, Development Plan, and TIF plan requirements). Anticipated the amendment draft will be a five year plan with seven sub areas which would need revision again in 2027.

Project Updates:

34 E. Michigan – completed. East wall is repaired. Appeal is in court for recoup of DDA funds expended.  
McCamly Hotel – City Commission approved \$2.5M American Rescue Plan Act funds for this project  
River Restoration  
K2

**Member/Citizen Comments:** There were no citizen comments. Member discussion included the difficulty in getting applicants for restaurant workers. Is there a possibility of a job fair? What kind of workforce development is happening. Mr. Hart discussed the possibility of getting a group together to discuss ideas.

**Adjourn:** 5:20 pm